



**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE**



Update



Formal Review

Date Submitted _____

SECTION I - Identification

Working Title: Project Manager I

Department: Transportation

Job Code Number: 151516

Division & Bureau: Information Services
Division / Technical Operations

Job Code Title: Computer Systems Analyst

Section & Unit: Program Management

Pay Band: 6

Work Address: 2701 Prospect Ave
Helena, MT 59620

Position Number: 07001, 15006, 81006, 81007, 21006,
81028, 81109, 81021

Phone: (406) 444-6200



FLSA Exempt



FLSA Non-Exempt



Non-Union



MPEA



Blue Collar

Profile Completed By: Jeff Sillick

Work Phone: 444-7265

Work Unit Mission Statement or Functional Description:

The Information Services Division (ISD) provides a full range of services for the Montana Department of Transportation (MDT). The bureaus within the division plan and set policy, and coordinate, design, install, and maintain the department's information technology infrastructure. This includes network management, server systems administration, desk top and mobile computer systems administration, database administration, applications development and maintenance, integrated systems development, Internet and Intranet web page developments, data security & disaster recovery services, geographic information systems (GIS), global positioning systems (GPS), roadway information collection, user support, training, imaging services, duplication services, IT research and development, budget development and monitoring, procurement administration, contract administration, and project management. The division also includes the MDT Duplicating Services Section.

Describe the Job's Overall Purpose:

This position is responsible for management of small projects or phases of larger projects and responsible for all aspects of a project for the entire life of the project, from project concept through final approval. Project management involves planning, executing, monitoring, controlling, and closure activities. This involves managing project scope, schedule, and budget by applying project

management principles, methodologies, and practices as defined in the Project Management Body of Knowledge (PMBOK). The incumbent assists in defining project goals and objectives, establishes methods and means of accomplishing those objectives. He or she will perform contract management and will manage contracted staff.

SECTION II - Major Duties or Responsibilities	% of Time
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A. Contract, Project Management, and Business Process Analysis	(95%)
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Manage small projects or phases of larger projects, acting as primary contact for all assigned projects and assigned contracts. Directs modifications to existing computer or business systems to increase operating efficiency or adapt to new requirements. Provides analysis, particularly return on investment (ROI); ensures contracted deliverables and requirements are met. Actively participates in business process analysis activities, providing accurate and complete documentation in support of revision, repair, or expansion of both computer and business systems.

- 1) Responsible for all aspects of a project through the entire life cycle of the project. Includes project initiation, planning, execution, control, and closing.
- 2) Direct revision, repair, or expansion of existing computer or business systems, ensuring all needed interfaces defined by the project requirements are addressed and/or implemented.
- 3) Develop familiarity with project objectives and system scope by reviewing documentation, discussing scope with appropriate personnel and subsequently establishing project deliverables.
- 4) Create and Execute Work Breakdown Structure (WBS) or detailed project plan according to outlined tasks.
- 5) Responsible for communication of project plan, deliverables, etc., to the project sponsor. Develop project charter and obtains sponsor approval.
- 6) Effectively coordinate the activities of project team/s. Develop familiarity with the role and function of each team member and ensure appropriate assignments.
- 7) Manage project scope written by self or other ISD personnel to ensure clear business understanding. Manage changes to project scope and validate traceability matrix with business users.
- 8) Monitors expenditure amounts based on the funding source and level.
- 9) Ensures communication plan developed and communications meet expectations with ITSD and with project sponsor.
- 10) Performs risk management and mitigation, provides issue resolution and escalation to supervisor or stakeholder/client.
- 11) Follows SDLC (System Development Lifecycle guide) to ensure comprehensive unit and system testing processes are coordinated and followed. Coordinates and communicates preliminary training and ensures User Acceptance Test run smoothly.

- 12) Provides accurate and complete documentation in support of revision, repair, or expansion of both computer and business systems.
- 13) Is aware of state and federal laws, rules, and regulations as they relate to active projects.
- 14) Follows MDT's processes and procedures for contract management and procurement.
- 15) Reviews contract standards, forms, file locations and follow up on deliverables.
- 16) Writes business case with stakeholder, writes ITPR, identifies statement of work and works with the Purchasing Unit to develop contracts, limited scope or sole source documentation as applicable.
- 17) Directly manages or ensures that MDT management occurs for any contracted staff.
- 18) Responsible for managing contract budgets with internal and external clients, including time management, invoice processing and deliverable validation according to Tier II contract management processes.
- 19) Obtains appropriate signatures and ensures expenses are valid and within contract agreement.
- 20) Supports senior level staff in business process analyst activities through documentation, follow up questions, and review.
- 21) Documents or ensures documentation of both functional and technical specifications.
- 22) Conducts carefully prepared interviews. Requests clarification or additional information as necessary to develop full understanding of process to be analyzed, including assumptions and constraints.
- 23) Develop 'as-is' and 'to-be' process documentation, using SDLC to identify the gaps.

B. All other duties as assigned

(5%)

Performs a variety of other duties as assigned in support of the division, its goals, and objectives. Examples of other duties are: Research on legislative impact to ISD, new technology applications, and develops white papers in support of that research for management to review.

The following duties and/or specific tasks listed under section II above are considered "essential functions" because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):

Contracts and Projects Management

The following mental and physical demands are associated with these essential functions:

PHYSICAL

- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, laptop)

- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Operating a personal computer
- Effective, professional communicating in writing, in person and over the phone
- Limited travel around the Helena area and occasional district or other site visits

MENTAL

- Ability to multi-task
- Conduct research
- Comparing data
- Compiling information
- Analyzing – inductive and deductive reasoning
- Synthesizing
- Coordinating
- Negotiating
- Dealing with agency business users at all levels
- Demands of accuracy in all aspects of work
- Creative problem solving.
- Relationship builder – listening, responsiveness, trust

Does this position supervise others? ☐ Yes ☒ No
Attach an Organizational Chart.

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE:

Thorough knowledge of project management principles, methodologies, and practices, as well as project management software such as Microsoft Project. Knowledge of business process analysis techniques. Understanding of computer programming methodologies, including development life cycles, theories, and concepts. Understanding of technical development activities, including requirements verification and all phases of test activity.

SKILLS:

Skill in negotiation and/or persuasion to effectively coordinate the efforts of both technical and non-technical staff. Skill in development of project plans, process flows, and general documentation typically utilizing MS Office Suite. Advanced skills in process analysis, facilitation, and meeting management.

Additional required skills include: Reading Comprehension, Effective Communications, Logical, Analytical, and Critical Thinking, Active Learning, Service Orientation, Quality Control, SDLC, MS Office (Word, Excel, Outlook), keyboarding, Project Planning, Contract Management, Decision Making, Facilitation, and Meeting Management

Behaviors required to perform these duties:

See MDT Core Behaviors

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input checked="" type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable fields of study:

Acceptable: BA/BS Degree (any field of study).

Other education, training, certification, or licensing required:

Certifications such as Certified Associate in Project Management (CAPM) are desirable as would be a Certified Business Analyst Professional (CBAP).

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|---|---|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years |
| <input type="checkbox"/> 1 year | <input checked="" type="checkbox"/> 4 years |
| <input type="checkbox"/> 2 years | <input type="checkbox"/> 5 or more years |

Other specific experience:

Four (4) years project management experience or business analysis experience, of which at least one (1) year is in the IT industry.

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

- ☒ Yes ☐ No

Alternative qualifications include:

Other combinations of education and related experience may be considered.

SECTION IV – Other Important Job Information

- | | |
|--|---|
| <input type="checkbox"/> Fingerprint check | <input type="checkbox"/> Valid driver's license |
| <input checked="" type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |

Other information:

Responsibilities require the incumbent to work within predetermined timeframes to meet critical deadlines. The predominant work is performed in an office setting during normal working hours and often requires the incumbent to sit for extended periods of time while working at a desk and computer. Limited day and overnight travel may be required to gather information from district office locations or other state sites.

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: _____ Title: Project Manager I _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Bureau Chief:

Name: _____ Title: _____

Signature: _____ Date: _____

Division/District Administrator:

Name: _____ Title: Administrator, Information Services Division_

Signature: _____ Date: _____

Department Designee:

Brent Rabe/Designee

Human Resources Administrator
Human Resources Division

Signature: _____ Date: _____